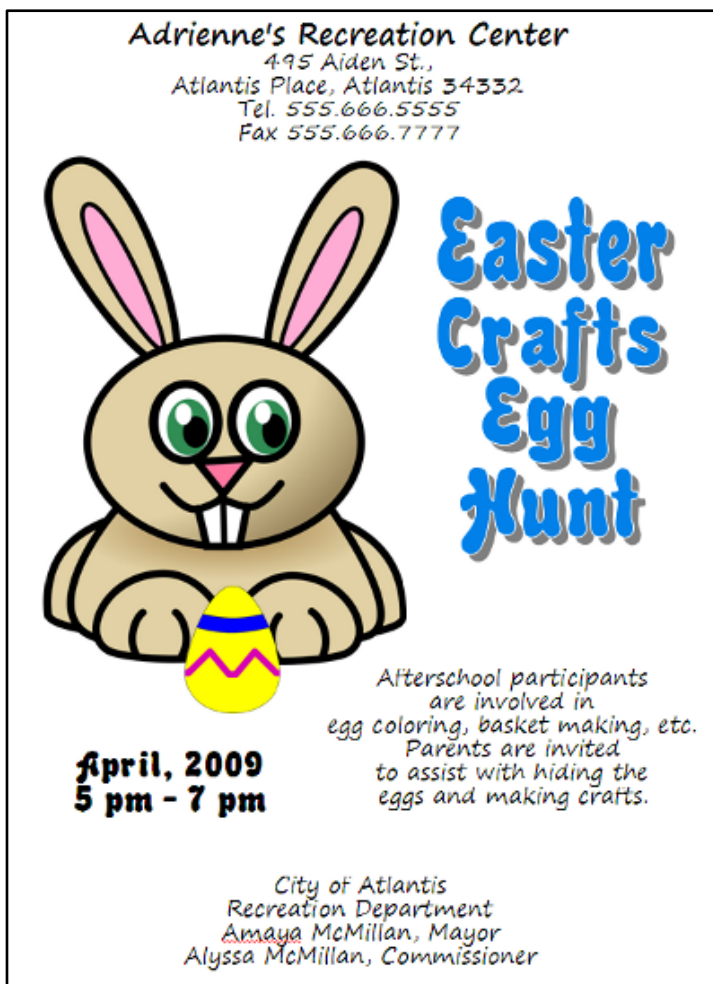


This tutorial will show you the steps to create this simple Flyer using Microsoft Publisher.

### Steps

- 01: Publication Types
- 02: Page Size
- 03: Margins
- 04: Add Text
- 05: Format Text
- 06: Line Spacing
- 07: The Word Art Gallery
- 08: Edit Word Art Text
- 09: Word Art Menu Bar
- 10: Format Word Art
- 11: Set Custom Color
- 12: The Drop Shadow Icon
- 13: The Shadow Color Icon
- 14: Add Images
- 15: Insert Picture From File
- 16: Arrange Order
- 17: Save File



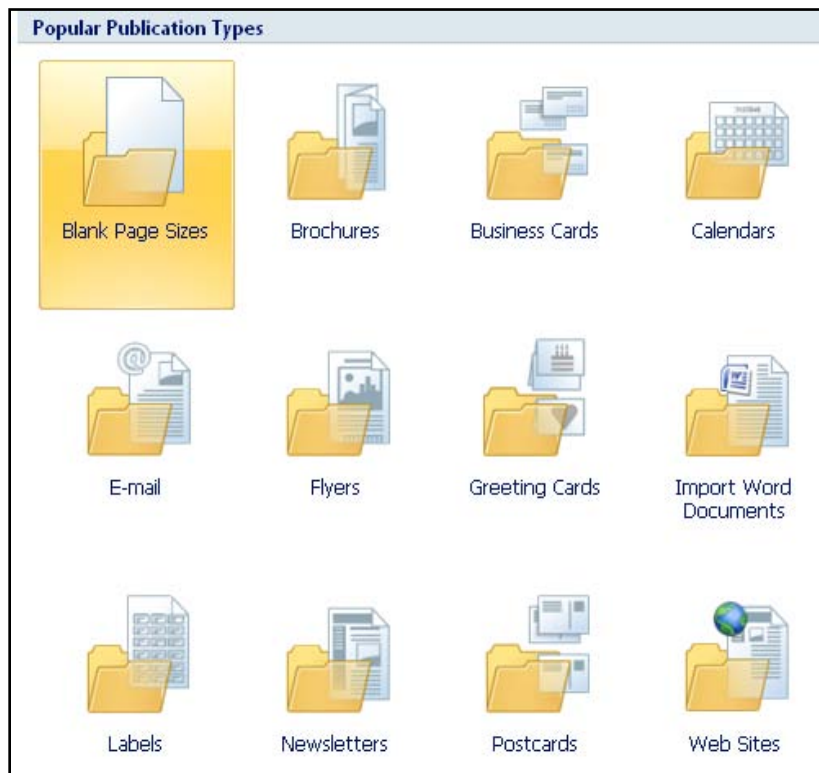
For a larger image click the link below  
[Easter Flyer](#) (400px by 566px)

If there is anything that is unclear to you, or you spot any mistakes, please send email to [feedback@flyertutor.com](mailto:feedback@flyertutor.com) Suggestions are always welcome.

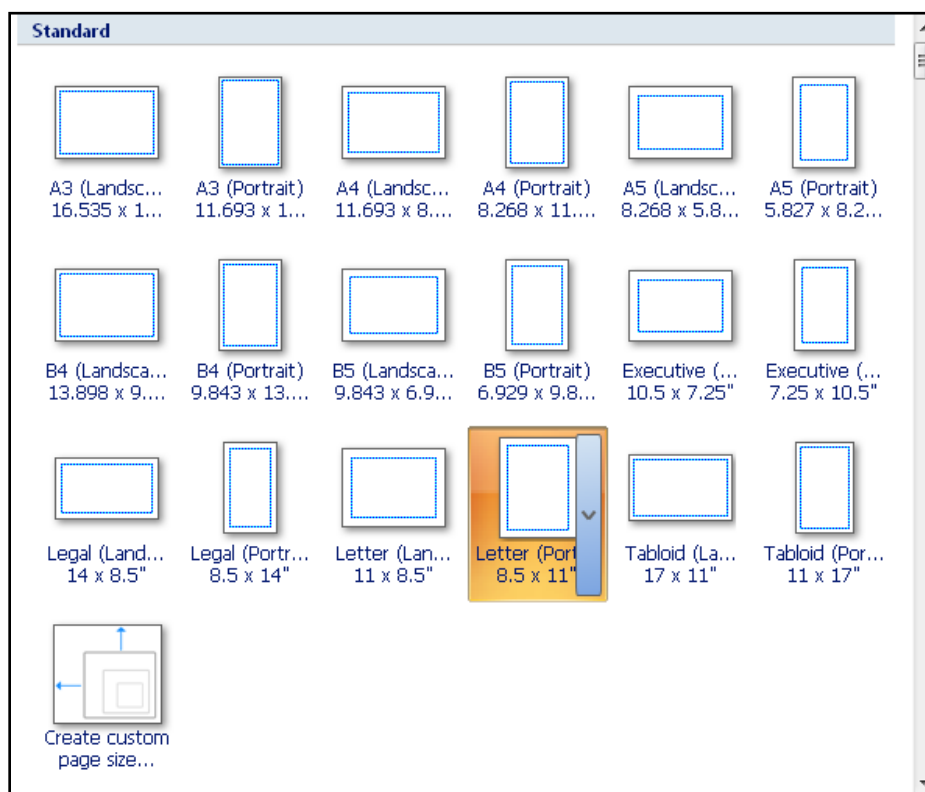
## Step 01: Publication Types

Upon opening **Microsoft Publisher 2007**, you will see a listing of **Popular Publication Types**.

Select **Blank Page Sizes**.



## Step 02: Page Size



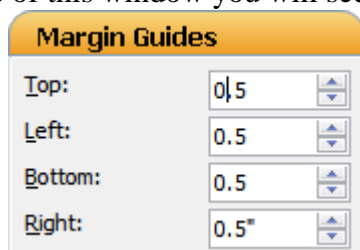
Double click on **"Letter (Portrait) 8.5 x 11"** to open up a Blank Page.

### Step 03: Margins

Go to the **File Menu > Page Setup**.

This will open up the **Page Setup Window**.

To the right side of this window you will see the **Margin**

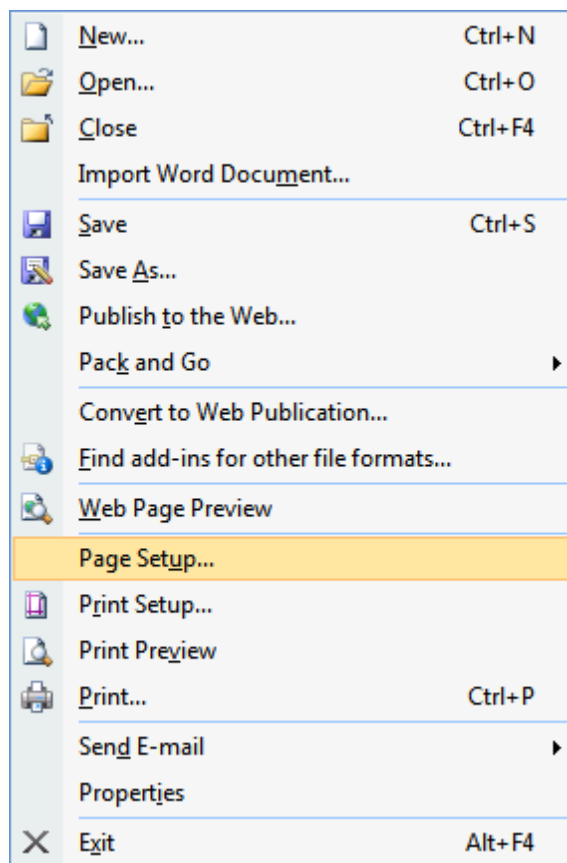


The 'Margin Guides' dialog box shows four input fields with spinners: Top (0.5), Left (0.5), Bottom (0.5), and Right (0.5").

**Guides** section.

Set **Top**, **Left**, **Bottom**, and **Right** to "0.5".

Click on the "OK" button on the bottom right of the screen.



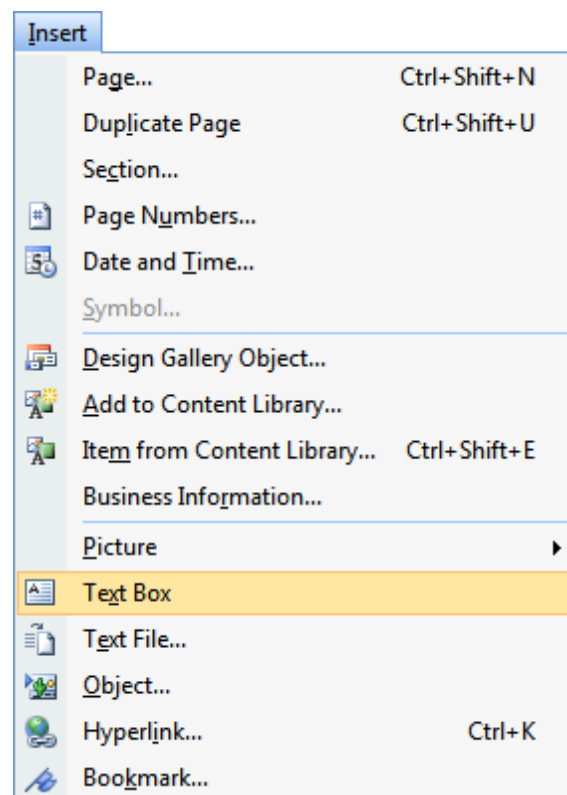
### Step 04: Add Text

Select the **Text Box Icon** on the **Objects Menu Bar** to the left of the screen or go to **Insert Menu > Text Box**.

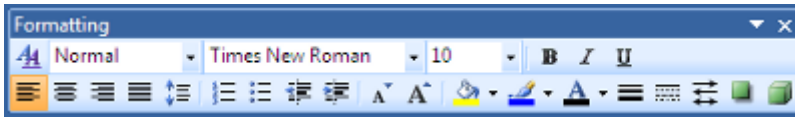
Hold down the left mouse button, draw a **Text Box** on the screen and then release.

Start entering Text, in this case it will be the Company's Title and Contact Information:

"Adrienne's Recreation Center  
495 Aiden St.,  
Atlantis Place, Atlantis 34332  
Tel. 555.666.5555  
Fax 555.666.7777".




## Step 05: Format Text



Select all the **Text**, then move up to the **Formatting Menu Bar** (which is normally much longer than this).


Select the down arrow on the right side of "**Times New Roman**" and change the **Font** to "**Segoe Print**" which is a free **Font** that was downloaded from [www.FontFreak.com](http://www.FontFreak.com).

Select the down arrow next to the number "**10**" and set the **Font Size** to "**20**".

Change the **Layout** to "**Center**" by clicking on the **Center Icon** .

Then specifically select the Company Title, select the **Bold Icon**  and change the **Font Size** to "**26**".

## Step 06: Line Spacing

Next reselect all the **Text** and select the **Line Spacing Icon** .

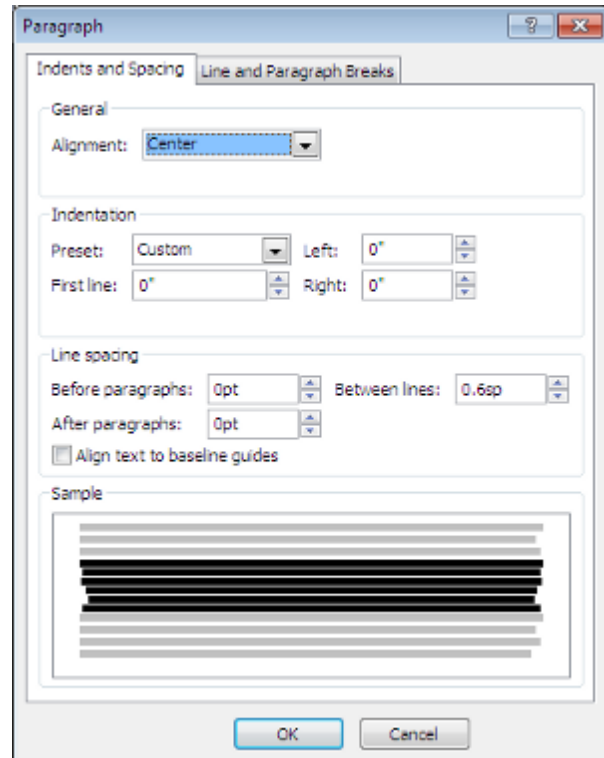
This will bring up the **Paragraph Window**. In the **Line Spacing** section, change "**Between Lines**" to "**0.6sp**".

The Formatted Text should look like this:

**Adrienne's Recreation Center**  
495 Aiden St.,  
Atlantis Place, Atlantis 34332  
Tel. 555.666.5555  
Fax 555.666.7777

The "**April**" Text uses the **Font "Advert"** also downloaded from [www.FontFreak.com](http://www.FontFreak.com).

**Font Size** is "**30**" and **Layout** is "**Center**".



Adrienne's Recreation Center  
495 Aiden St.,  
Atlantis Place, Atlantis 34332  
Tel. 555.666.5555  
Fax 555.666.7777


After-school participants  
are involved in  
egg coloring, basket making, etc.  
Parents are invited  
to assist with hiding the  
eggs and making crafts.

**April, 2009**  
**5 pm - 7 pm**

City of Atlantis  
Recreation Department  
Amaya McMillan, Mayor  
Alyssa McMillan, Commissioner

### Step 07: The Word Art Gallery

Next we can add some **Fill Colored Text** with a **Drop Shadow**. In this case, the **Text** is "Easter Crafts Egg Hunt".

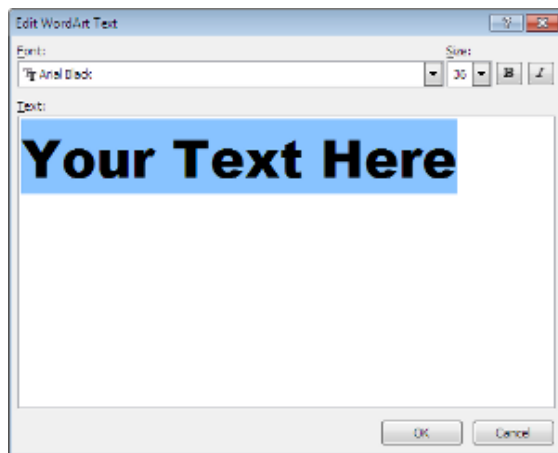
We must use the **Word Art Icon**  found on the **Objects Menu Bar** since we want to have **Text** that has both a **Fill** and a **Stroke**.

Once you select the **Word Art Icon**, the **Word Art Gallery Window** will appear.

Select the **1st Option**. Then click **OK**.



### Step 08: Edit Word Art Text



This will give you the **Edit WordArt Text Window**.

The **Text** to be entered is "Easter Crafts Egg Hunt".

In order to get the desired effect, we will have to do one word at a time, then repeat the steps for each additional word.

Where you see "**Your Text Here**" enter "**Easter**", click on the down arrow next to **Font** and select "**Advert**" and set the **Size** to "**60**". Then click **OK**. Repeat for the other 3 words.

The Text should look like this:

**Easter  
Crafts  
Egg  
Hunt**

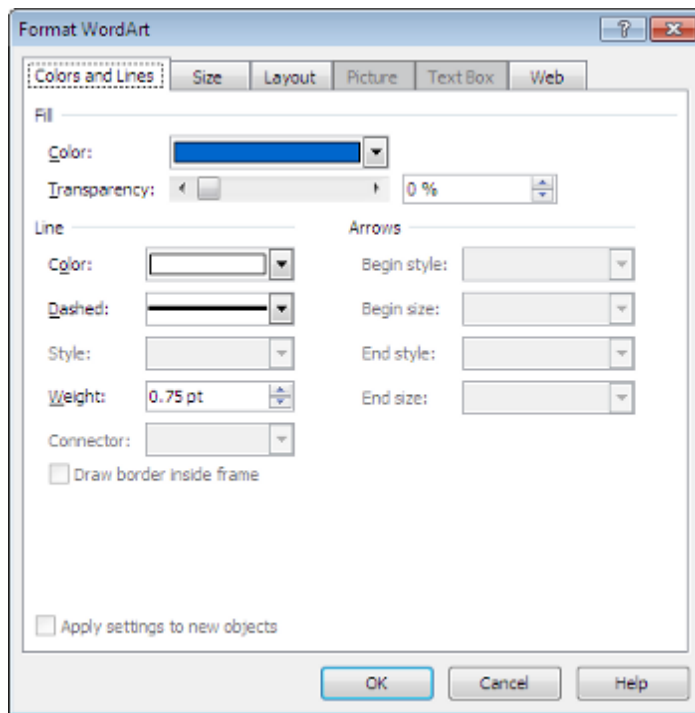
### Step 09: Word Art Menu Bar

Now select each word by holding down the left mouse button and dragging over the four words. The **Word Art Menu Bar** will appear.



Select the **Format Word Art Icon** .

## Step 10: Format Word Art

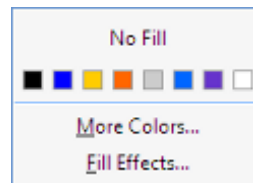


This will bring up the **Format Word Art Window**.

You should be on the **Colors and Lines Tab**.

In the **Fill Section**, select the down arrow next to **Color**.

This will give you a drop down menu.



Select **More Colors**.

## Step 11: Set Custom Color

This brings up the **Color Window** which gives you the option to select **Standard**, **Custom** or **Pantone Colors**.

Select the **Custom Tab**, then set **Red** to "0", **Green** to "128" and **Blue** to "232".

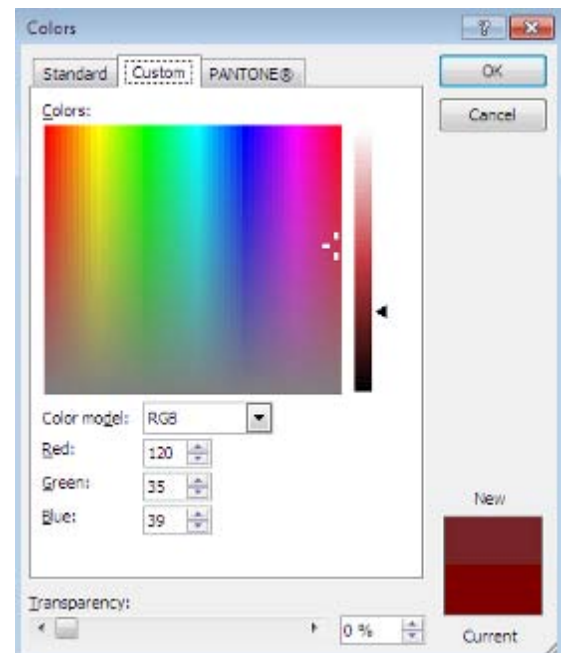
Then click **OK**.

Now go to the **Line Section**, and select the down arrow next to **Color**. Select **White**.

Then set **Weight** to "1pt" and click **OK**.

The Text should look like this:


Easter  
Crafts  
Egg  
Hunt





## Step 12: The Drop Shadow Icon



Choose the **Drop Shadow Icon**  from the **Formatting Menu Bar** while the **Text** is still selected. The **Drop Shadow Menu** will appear. Select **Shadow Style 4**.

The resulting **Shadow** will be "**Gray**". To change this to "**Black**" go back to the **Shadow Style Window** and select **Shadow Settings**.

This will bring up the **Shadow Settings Menu Bar**.

## Step 13: The Shadow Color Icon

The **Shadow Color Icon** is last on the **Menu Bar**. Select the **Black Down**

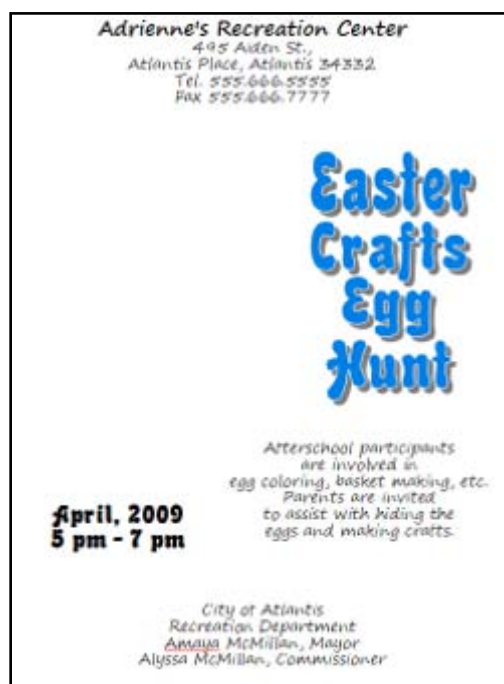


**Arrow** next to the **Icon** and choose "**Black**".

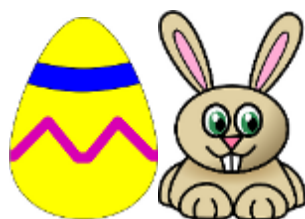
The new Text should look like this:

Easter  
Crafts  
Egg  
Hunt

Here is what the **Drop Shadowed Text** does for the Flyer.



## Step 14: Add Images

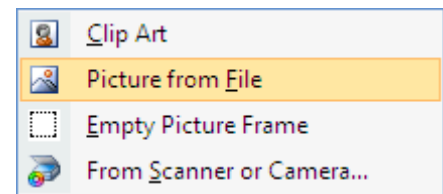


Here I downloaded the **Images** of an **Egg** and a **Rabbit** from [www.Clker.com](http://www.Clker.com), which is a site where you can download **Royalty Free Clipart**.

You can also check out [www.Public-Domain-Image.com](http://www.Public-Domain-Image.com), and [OpenClipArt.org](http://OpenClipArt.org).

### Step 15: Insert Picture From File

To Insert Images select the **Picture Frame Icon**  on the **Objects Menu Bar**, then select "**Picture from File**", or go to the **Insert Menu > Picture > From File**.



Be certain that your **Images** are in a **Format** that will be recognized by **Microsoft Publisher**.

These Images are saved in **PNG (Portable Network Graphics) Format**.

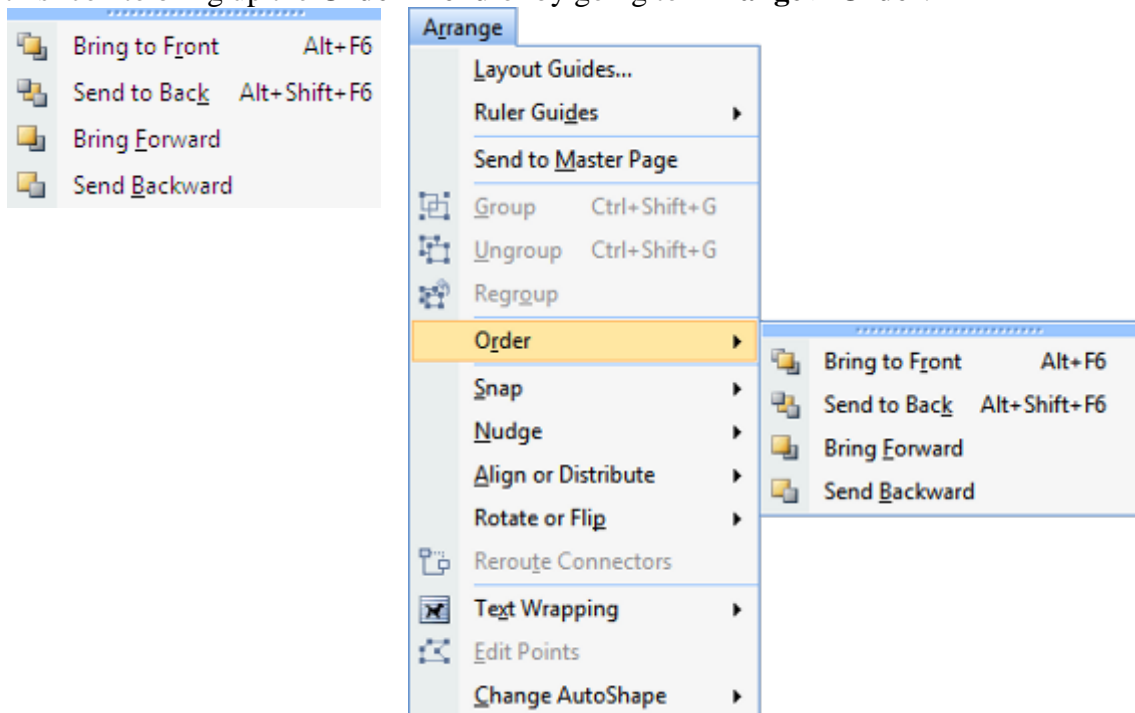
Once the Image has been inserted, resize it by selecting one of the "**Circles**" and holding down the **Ctrl + Shift Keys** together, so that you don't get a disproportionate Image.

### Step 16: Arrange Order

Select the **Bring to Front Icon**  on the **Standard Menu Bar**.



This will change the order of the Images as you lay them out. Click on the **Black Arrow** to the right of this Icon to bring up the **Order Menu** or by going to **Arrange > Order**.







### Step 17: Save File

Once you've finished arranging your Images your document will be complete.

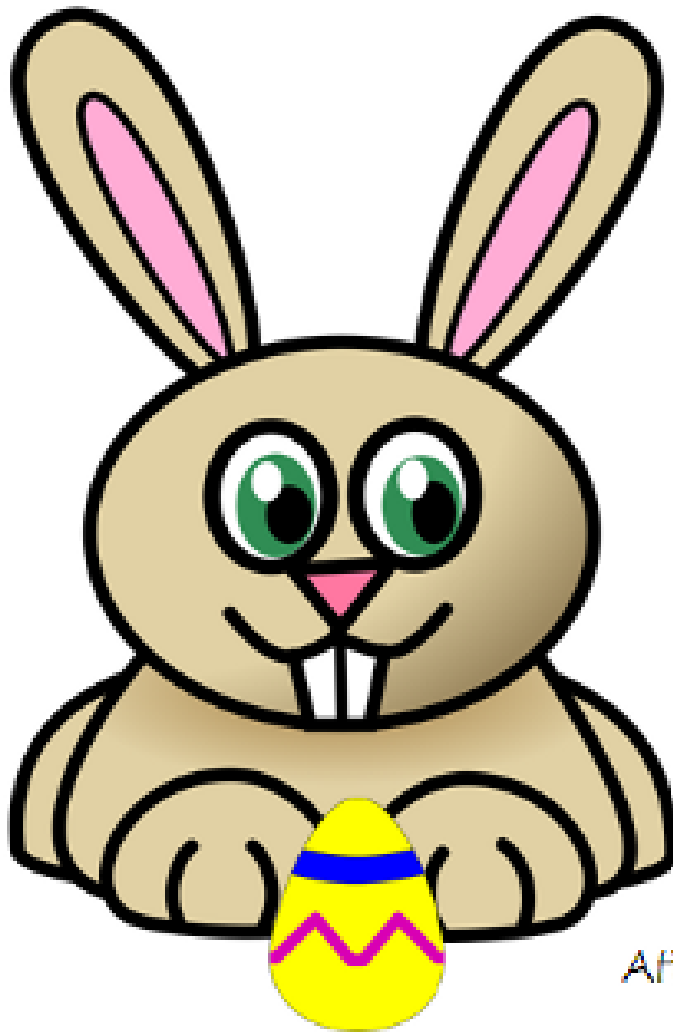
It should look like this:

All that's left to do is **Save** the document.

Go to **File > Save**.

# Adrienne's Recreation Center

495 Aiden St.,  
Atlantis Place, Atlantis 34332  
Tel. 555.666.5555  
Fax 555.666.7777



## Easter Crafts Egg Hunt

**April, 2009**  
**5 pm - 7 pm**

After-school participants  
are involved in  
egg coloring, basket making, etc.  
Parents are invited  
to assist with hiding the  
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City of Atlantis  
Recreation Department  
Amaya McMillan, Mayor  
Alyssa McMillan, Commissioner